

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: FY 09/10 Goals and County Administrator Evaluation

REQUESTED ACTION: Review the completion of Board Goals for FY 09/10 and the completion of the County Administrator Goals for FY 09/10. Provision of the evaluation form for the County Administrator (Staff recommends approval)

☐ Work Session (Report Only) **DATE OF MEETING:** 11/23/2010
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A

Effective Date: _____
Managing Division / Dept: _____

Vendor/Entity: _____
Termination Date: _____

BUDGET IMPACT:

☒ Annual
☐ Capital
☒ N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

Review the completion of the Board goals for FY 09/10 and the County Administrator goals for FY 09/10. Review the County Administrator Evaluation form and process.

The Performance Evaluation form will need to be completed and submitted to the Clerk of the Court at the December 14, 2010 BOCC meeting. Please contact Kitty L. Fields at 352-689-4423 for assistance with completing the form.

Board Goals for FY09/10

Board Goals

- Meet or exceed roll back requirements for valuation growth of properties
 - Accomplished
- Support opportunities for privatization
 - Accomplished (Transit in process for bidding, Probation being considered via trial contract and Risk Management in process for bidding)
- Provide funding support for public safety and essential services
 - Accomplished
- Provide funding support for quality of life functions meeting a return on investment standard and focuses on the core functions of the BOCC
 - Accomplished
- Provide open, transparent, and accountable County finances and operations
 - Accomplished (A+ Sunshine Review for County's Website as an example)
- Provide the cost effective benefits for the County employees
 - Accomplished
- Take continued steps to mitigate the liabilities of the County
 - Accomplished

Board Goals

- Achieve one countywide vision for land use
 - Near accomplishment with the finalization of the JPAs except Coleman
- Achieve one countywide focus for economic development
 - Accomplished
- Provide outstanding customer service
 - Accomplished based on customer surveys
- Maintain adequate levels of service and efficiency
 - Accomplished with the approval of the FY10/11 budget
- Combine board goals with constitutional officers goals
 - Accomplished to the extent of those issues approved in the FY 10/11 budget
- Work with municipalities to ensure appropriate services are provided as annexations occur
 - Accomplished except Coleman
- Provide buildings in appropriate spaces to serve the population
 - Accomplished
- Set clear policy and direction
 - Accomplished
- Provide staff with necessary resources to achieve the board's goals
 - Accomplished and Thank You!

County Administrator Goals FY09/10

County Organizational Goals

County Administrator

- Complete Part 171 Interlocal Service Boundary Agreements with Bushnell and Coleman
 - 12/6/10 (Bushnell) and 12/14/10 (County) Approvals will accomplish this task for Bushnell
 - Coleman was not accomplished but not without effort on the part of the County
- Tighten further Budget Management (5 Year Operational Budget Forecast for General Fund and 5 Year Operational Budget Forecast for All Funds (Partially Implemented))
 - Accomplished
- Continue Communication with Board (Regular E-mail Updates, Monthly individual meetings, Chairman preparation meetings for the meetings, and Regular Meetings and Workshops)
 - Accomplished
- Continue Customer Service and Efficiency Focus
 - Accomplished
- Overall Performance Measure Enhancement for Departments
 - Accomplished

County Organizational Goals

- Submit the Annual Report by 2/2010 for Board approval
 - Accomplished
- Meet the FY 10/11 Budget Calendar Deadlines
 - Accomplished
- Provide benefit analysis annually 1/2010
 - Accomplished
- Provide annual report for 2009 by 3/2010
 - Accomplished
- Prepare draft GFOA award documentation for FY 10/11 budget in order to have a submission for award for the FY 11/12 budget
 - In Process
- Complete right-of-way acquisition for C-468
 - Hunt and Grace Tabernacle Completed
 - Stormwater Detention/Retention Areas – Southern Oaks Accommodation
 - Progress Energy Easement Demands not complete
- Complete payment of right-of-way process for C139, C466A, and C468
 - Accomplished
- Complete construction of CR 528 Phase 1 by 12/09 (Out to bid by 1/2010)
 - Accomplished; however, the timeframe was late
- Complete C-470 Sidewalk project by 7/10
 - Accomplished

County Organizational Goals

- Complete resurfacing projects for C476 W (CR616 to County Line), C48 (SR 471 to Center Hill Limits), C476E (US301 to SR 471), and C470 (Outlet to SR44) by 8/10
 - Accomplished; however the last 2 projects exceeded the timeframe by 2 months
- Complete SCRAP funding agreements with FDOT for resurfacing of C466 (I-75 to US 301) by 4/10
 - Accomplished; however, due to the distant timeframe for receipt of funding other means were sought out and funding for the section from I-75 to CR 209 will be in the FY 11/12 budget
- Implement Mosquito Control for Villages CDD drainage ponds by 6/10
 - Accomplished
- Complete the right turn lane for south bound traffic on Buena Vista at C466 by 8/10
 - Accomplished; however, the timeframe was exceeded by 2 months
- Move to Phase II of the Fire Service Accreditation by 8/10
 - Not Accomplished – In process
- Complete the automatic/mutual aid agreement for Fire services with Hernando County by 5/10
 - Accomplished
- Resolve via contract the move of Sumter County Fire to ALS by 3/10
 - Accomplished contract but significantly delayed to the change from the Medical Director of LSEMS to VPSD and therefore implementation of ALS is not scheduled until 1/11
- Complete the construction and renovation of the Wildwood, Oxford, West Bushnell, and Coleman Fire Stations by 8/10
 - Not accomplished due to construction pricing far exceeding the grant funds; however, contract for the West Bushnell and Coleman Fire Stations was approved and is moving forward. Oxford is on hold due to funding and Wildwood is being revised to lower the renovation costs to reduce the additional funding support not covered by the grant.
- Complete the Security Vestibule Construction Project by 6/10
 - Accomplished but significantly delayed over 5 months

County Organizational Goals

- Complete the design and bid the historic courthouse improvements by 6/10 (1st Floor Renovation for the State Attorney's Office, 2nd & 3rd Floor HVAC/Fire Suppression/Alarm improvements, and exterior skin renovation)
 - Not Accomplished due to the delays with the Security Vestibule and Coordination with the Clerk of Circuit Court to reduce operational impacts
- Complete the design and bid the existing jail improvements by 5/10 (New Courtroom, enclosed walkway, and jail use areas)
 - Not Accomplished due to the delays with the Security Vestibule
- Complete The Villages Sumter County Service Center and The Villages Public Library at Pinellas Plaza Project by 9/10
 - Accomplished; however, the opening of the library is delayed until 1/25/11
- Complete the Capital Improvements Element for the Sumter County Comprehensive Plan by 2/10
 - Accomplished
- Complete the Evaluation Appraisal Report for the Sumter County Comprehensive Plan by 2/10
 - Accomplished; however, 11/23/10 should complete the final responses from DCA's comments
- Identify properties appropriate for promoting industrial development by 2/10
 - Accomplished via Sumter County Economic Development
- Provide a report identifying significant conflicts, issues, or problems with the Land Development Code by 3/10
 - Accomplished and all revisions to the code were completed except one revision to the LDR which is pending submission to the BOCC regarding developer agreements in lieu of MOAs

County Organizational Goals

- Activate the online permitting for over the counter and same day processing of plans that were previously reviewed by 7/10
 - Not Accomplished but very close to completion via the utilization of The Villages Technology Services Group
- Complete the code enforcement plan of action for the City of Webster by 2/10
 - Accomplished and implemented
- Provide the status of the initial 50 backlogged code cases provided by the City of Center Hill in the transition by 2/10
 - Accomplished and code enforcement fully implemented

COUNTY ADMINISTRATOR Evaluation Checklist

This form may be used by each member of the Board of County Commissioners to evaluate the County Administrator's performance in fulfilling each role he plays in the County's government. The County Administrator is rated 1 through 5, with the following scale:

- | | | |
|---|---|------------------------------------|
| 1 | = | Substantially Below Expectations |
| 2 | = | Below Expectations |
| 3 | = | Meets Expectations |
| 4 | = | Exceeds Expectations |
| 5 | = | Substantially Exceeds Expectations |

Each member of the Board should sign the form and forward it to the Board Chairman, who will be responsible for compiling the comments. The forms and accompanying summary should then be presented to the County Administrator for his permanent file.

1. Personal

- _____ Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- _____ Composure, appearance, and attitude fitting for an individual in his executive position.

2. Professional Skills and Status

- _____ Knowledgeable of current developments affecting the management field.
- _____ Respected in management position.
- _____ Has a capacity for innovation.
- _____ Anticipates problems and develops effective approaches for solving them.
- _____ Willing to try new ideas proposed by the Board or staff.

3. **Relations with the Board of County Commissioners**

- _____ Carries out directives of the Board as a whole rather than those of any one Board member.
- _____ Assists the Board in resolving problems at the administrative level to avoid unnecessary Board action.
- _____ Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.
- _____ Responds to requests for information or assistance by the Board.
- _____ Informs the Board of administrative developments.
- _____ Receptive to constructive criticism and advice.

4. **Policy Execution**

- _____ Implements Board action in accordance with the intent of the Board.
- _____ Supports the actions of the Board after a decision has been reached.
- _____ Enforces Board policies.
- _____ Understands county laws and ordinances.
- _____ Reviews enforcement procedures periodically to improve effectiveness.
- _____ Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration.

5. **Reporting**

- _____ Provides the Board with reports concerning matters of importance to the county.
- _____ Reports are accurate and comprehensive.
- _____ Reports are generally produced through own initiative rather than when requested by the Board.
- _____ Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.

6. **Citizen Relations**

- _____ Accommodates complaints from citizens.
- _____ Dedicated to the community and to its citizens.
- _____ Skillful with the news media – avoiding political positions and partisanship.
- _____ Has the capacity to listen to others and to recognize their interests. Works well with others.
- _____ Willing to meet with members of the community and discuss their real concerns.
- _____ Cooperates with neighboring communities.
- _____ Cooperates with the city, state and federal governments.
- _____ Cooperates with the elected Constitutional Officers.

7. **Staffing**

- _____ Recruits and retains competent personnel for County positions.
- _____ Aware of weak or inefficient personnel and works to improve their performance.
- _____ Accurately informed and concerned about employee insurance, fringe benefits, promotions, and pensions.
- _____ Impartially administers the merit system.

8. **Supervision**

- _____ Encourages department heads to make decisions within their own jurisdictions without County Administrator approval, yet maintains general control of administrative operations.
- _____ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- _____ Has developed a friendly and informal relationship with the work force as a whole, yet maintains the dignity of the County Administrator's office.
- _____ Evaluates personnel periodically and points out staff weaknesses and strengths.

9. **Fiscal Management**

- _____ Prepares a balanced budget to provide services at a level intended by the Board.
- _____ Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively.
- _____ Prepared budget is in an intelligible format.
- _____ Reports the County's financial position on a regular basis.

10. **What have been the finest accomplishments of the County Administrator this past year?**

11. **What areas need the most improvement? Why? What constructive, positive ideas can you offer the County Administrator to improve these areas?**

Signature

Date

Signature

Date